Baseline Audit Checklist

Number: 580-CK-072-02

Effective Date: November 24, 2008

Expiration Date: November 24, 2013

Approved By: (signature)

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Title: Chief, SED

Responsible Office: 580/Software Engineering Division

Title: Baseline Audit Checklist

Asset Type: Checklist

PAL Number: 3.1.1.5

Baseline Audit Checklist

The Baseline Audit Checklist is to be used by Configuration Management (CM) personnel when conducting a baseline configuration audit. A baseline audit verifies that a configuration item, or a collection of configuration items that make up a baseline, conforms to the documentation by which it is described.

A baseline audit is typically performed at the end of each life-cycle phase and consists of CCB or version-controlled items. CM should use this checklist after the baseline has been documented to ensure the integrity of the baseline.

For each checklist item below, place an "X" in the box if the item is fully satisfied. Place a note in Section 1 below describing any actions performed during the audit to resolve discrepancies and thereby satisfy the criteria. Any criteria that require an action item for future resolution and follow-up should be captured in Section 2, with the issues/non-compliances captured under "Issues and/or Comments".   As the action items are closed, update the checklist to reflect the completion date.

The completed checklist should be maintained as a record at the location defined in the project's data management list (DML).

Date of Audit: _____

Project Baseline: _____

Name of Auditor: _____

		X	Issues and/or Comments
1	Is there a document that defines the project's baseline (e.g., a Baselines Table)?	☐	
2	Have version numbers for all configuration items (CIs) **for this baseline** been documented?	☐	
3	Are the baselined CIs captured in the project's data management list (DML) or configured articles list (CAL)?	☐	
4	Are the baselined CIs in the correct location, as specified in the DML or CAL?	☐	
5	Are all CIs present in the current baseline (i.e., there's	☐	

	nothing missing that should be there)?		
6	Has the completeness and correctness of the items in the baseline been verified? *Guidance: Verify that the versions and content of the CIs in the DML match those listed in the baseline documentation (e.g., the Baselines Table).*	☐	
7	Have action items from previous baseline audits been resolved? *Guidance: Check that there are no open actions items from previous baseline audits.*	☐	

Section 1: Notes/Actions performed during the audit to resolve any discrepancies to satisfy the criteria

#	Action

Section 2: Action Items for future follow-up

#	Action	Assignee	Due Date	Completion Date

Notes   If using a different media to capture action items, please provide the name and location of that asset: _____

Change History

Version	Date	Description of Improvements
1.0	02/03/08	Initial approved version by CCB
2.0	11/08/08	Updated to include a "Completion Date" column for action items and superceded the checkmark with an "X"